A red and black logo

Description automatically generated**Volunteering Expression of Interest Form**

Please contact us if you need this form in a different format.

The Hamlet Charity, Head Office, Johnson Place, Norwich, NR2 1SJ 01603 215193

[admin@thehamletcharity.org.uk](mailto:admin@thehamletcharity.org.uk) [www.thehamletcharity.org.uk](http://www.thehamletcharity.org.uk/)

Thank you for your interest in volunteering for The Hamlet. The information you provide in this form will help us to decide how you might be able to help us. It is really helpful if you can give us as much information as possible about your experiences, interests and availability to volunteer. If you have any questions about this form, please do not hesitate to contact us on the details above.

**The Hamlet's Safeguarding Statement**

The Hamlet is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Instructions for completing this application form:**

1. We are an equal opportunities employer and will not tolerate discrimination in any form.
2. You must be over 16 years to volunteer at The Hamlet.
3. You can attach additional pages if you need to.
4. Use block capitals if completing the form by hand.

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| **What volunteer role are you applying for?** | Click or tap here to enter text. |
| **Which service would you like to volunteer at?** | Children's Service  Adult Service  Head Office |

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| **Personal details** | |
| Forename/s: | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Preferred contact phone number: | Click or tap here to enter text. |

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| **How did you hear about volunteering at The Hamlet?** | | |
| Facebook  Indeed  Momentum  At an event | Norfolk Care Careers  City College Norwich  UEA Website  EDP | The Hamlet Website  Twitter  Other Click or tap here to enter text. |

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| **Your interests and reasons for applying to volunteer** |
| What do you hope to gain from volunteering at The Hamlet? |
| Click or tap here to enter text. |
| Please tell us about any hobbies or interest you have that might be relevant to volunteering for us |
| Click or tap here to enter text. |

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| **Your availability** |
| What days and times would best suit you, and how often would you be able to  volunteer? |
| *Please note: If you do not volunteer for a period of 8 weeks or more, we will remove you name from our volunteer list)*  Click or tap here to enter text. |

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| **Your skills and experience** |
| Please tell us about any paid or voluntary work experience you have which may be relevant to this role. |
| Click or tap here to enter text. |
| Please tell us about any skills, qualifications or training courses that you have completed which may be relevant to this role |
| Click or tap here to enter text. |
| Please tell us what you are doing with your time at the moment, are you  working/volunteering? |
| Click or tap here to enter text. |
| Do you have any other skills that you would like to share with us? Please give  details below. |
| Click or tap here to enter text. |

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| **Criminal record and Safeguarding** |
| As a charity working with children and adults at risk, we have a duty to protect the children, young people and families with whom we work.  The volunteer role you have applied for will impact on what information you are required to disclose under the Rehabilitation of Offenders Act 1974 and/or the Childcare Act 2006.  For the volunteer role you have applied for, please declare any criminal  convictions as follows: |

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| Volunteer roles that do not involve working with children or vulnerable adults - **please complete part 1** |  |
| Volunteer roles working with children and vulnerable adults - **please**  **complete part 2** |  |

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| **Part 1** - **Volunteer roles that do not involve contact with children or at risk**  **adults** | | |
| **Have you ever been convicted of a criminal offence?** (You do not  need to disclose convictions deemed as 'spent' under Rehabilitation of Offenders legislation) | Yes  **No** |  |
| *If YES, please give details of all offences, sentences and dates on a separate sheet of paper, in a sealed envelope, marked confidential, for the attention of the*  *HR Administrator.* | | |

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| **Port 2** - **Volunteer roles working with children or vulnerable/protected adults** | | |
| **Hove you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police ('spent' or 'unspent')?** *(For roles in England and Wales, please read the 'criminal record information' guidance in the covering letter on*  *which information to disclose before answering this question).* | Yes  **No** |  |
| **Are you disqualified from working with children or at-risk adults?** | Yes  **No** |  |
| **Are you aware of any police enquiries following allegations made**  **against you, which may hove a bearing on your suitability for the role?** | Yes  **No** |  |
| *If YES, please give details of all offences, sentences and dates on a separate sheet of paper, in a sealed envelope, marked confidential, for the attention of the*  *HR Administrator.* | | |
| **I understand that the relevant checks for the role** I **om applying for will be sought.** | Yes  **No** |  |
| ***England and Wales only-* Are you registered with the DBS Update service?** | Yes  **No** |  |

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| **Data protection** | |
| “I have read and understood the Privacy policy in this application pack and understood how my data will be used.” | Yes  No |
| “ I have read the Retention of Records procedure included in this application pack and understand how long my data will be stored.” | Yes  No |

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| **Health and disability** | |
| Do you have any disabilities, health needs or extra support needs that we should be aware of when organising your volunteering? | Yes  No |
| If yes, please give details  Click or tap here to enter text. |  |
| “I have read and understood the risk assessment included in the application pack and accept the risk that may come with the position if I am successfully employed.” | Yes  No |

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| **Referees**  Please provide details of TWO people who have known you for at least two years that we can ask for references regarding your work/studies/experience and your suitability to volunteer with The Hamlet. Wherever possible, these should be current/past employers, places you have volunteered or a teacher/tutor/social worker. If you are unable to provide referees from these areas, please note this and we will contact you to identify appropriate referees.  Referees will be asked whether the applicant has been subject to any safeguarding concerns. | |
| **Referee 1** | |
| Name of organisation: | Click or tap here to enter text. |
| Position/s held: | Click or tap here to enter text. |
| Name of contact:  (This should be your manager, a senior member of staff or HR manager) | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |
| How do you know this person? | Click or tap here to enter text. |
| When did you last have contact with this person? | Click or tap here to enter text. |

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| **Referee 2** | |
| Name of organisation: | Click or tap here to enter text. |
| Position/s held: | Click or tap here to enter text. |
| Name of contact:  (This should be your manager, a senior member of staff or HR manager) | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |
| How do you know this person? | Click or tap here to enter text. |
| When did you last have contact with  this person? | Click or tap here to enter text. |

"I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, if I have deliberately made a false or misleading statement on this form my future volunteering opportunities can be terminated without notice.”

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| Signed: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |

Please return your completed application form to:

Email: [admin@thehamletcharity.org.uk](mailto:admin@thehamletcharity.org.uk)

Post: HR Team,

The Hamlet Charity, Head Office, Johnson Place, Norwich,

NR2 1SJ